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This Notice Expires 31 December 1956

NOTICE NO.
LN 35-200-6

LN 35-200-6
BUDGET
9 August 1956

SUBJECT: Call for Fiscal Year 1958 Office Estimates

1. GENERAL

Pending issuance by the Comptroller of instructions and procedures for preparation and submission of fiscal year 1958 Office estimates, this notice sets forth instructions for the submission of required material by Office of Logistics components.

2. REQUIRED MATERIAL

Upon notification of its established budget ceiling, Division and Staff Chiefs will be responsible for submitting for their respective budget activities the following material:

Detail of Personal Services on Form No. 632, giving the detailed listing of positions in accordance with the Table of Organization and ceiling authorized for the division or staff. The Budget and Fiscal Branch, Administrative Staff, OL, will assist each division and staff in calculating the "01" personal service costs in order to complete the Detail of Personal Services schedule. However, the detailed listing of positions required for this schedule, including position and dollar totals, will be prepared by each division and staff.

Non-Personal Service Requirements Schedule (Form No. 286) with a justification for each object class and for the amount shown for each fiscal year (not an explanation of increase or decrease but justification of entire amount shown for each year). All schedules for object class "02", travel, must show in the justification column the number of trips and the estimated cost of travel and per diem for each area to be visited for each fiscal year.

- c. Explanation of changes between fiscal years 1958 and 1957 (including decreases) for each allotment account, prepared on plain paper.
- d. All the above material required for the Office estimates will be submitted separately for vouchered and unvouchered funds.
- e. All requested material will be submitted on a single rough draft for review and adjustment by the Budget and Fiscal Branch. The approved drafts will then be returned to the preparing offices for preparation in final form in an original and eight (8) copies.

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3. DUE DATE

The required material to be prepared in rough draft form must be submitted no later than 22 August 1956. All material prepared in final form must be submitted no later than 31 August 1956.

4. SUPPLEMENTAL SCHEDULES

a. In addition to the above regular budget material, the following supplemental schedules are required for the fiscal year 1958 budget presentation:

- (1) Reimbursements and Advances. Separate schedules should be prepared for reimbursements to and reimbursements from other Government agencies.
- (2) External Research Projects. Separate schedules will be prepared for those with other Government agencies and those with non-Government agencies.

The forms to be used and instructions concerning these supplemental schedules will be contained in the Agency budget call when issued.

b. Due Date - The above required supplemental schedules must be submitted in draft form on 6 September 1956 and in final form in an original and eight (8) copies on 14 September 1956.

5. A supply of the various prescribed forms for the material required by this notice may be obtained from the Budget and Fiscal Branch, Administrative Staff, OL, Room 2C-76, Quarters Eye.
6. Personnel in the Budget and Fiscal Branch, AS, OL, will be available at all times to render technical assistance to those responsible for preparing the various materials required by this notice. This Branch will also perform the necessary liaison and clear all information and inquiries with the cognizant budget analysts in the Budget Division, Office of the Comptroller.

FOR THE DIRECTOR OF LOGISTICS:

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Chief, Administrative Staff

OL/AS/B&F [REDACTED] (9 Aug. 56)